

FORMAL AGREEMENTS

- ✓ *Origin of Authorities*
 - ✓ *Agreement Boardwalk ~ Two Perspectives*
 - ✓ *Agreement Life Cycle*
 - ✓ *Agreement Sampler*
 - ✓ *Helpful Web Sites*

BEST MANAGEMENT PRACTICES FOR MANAGING AGENCY AGREEMENTS

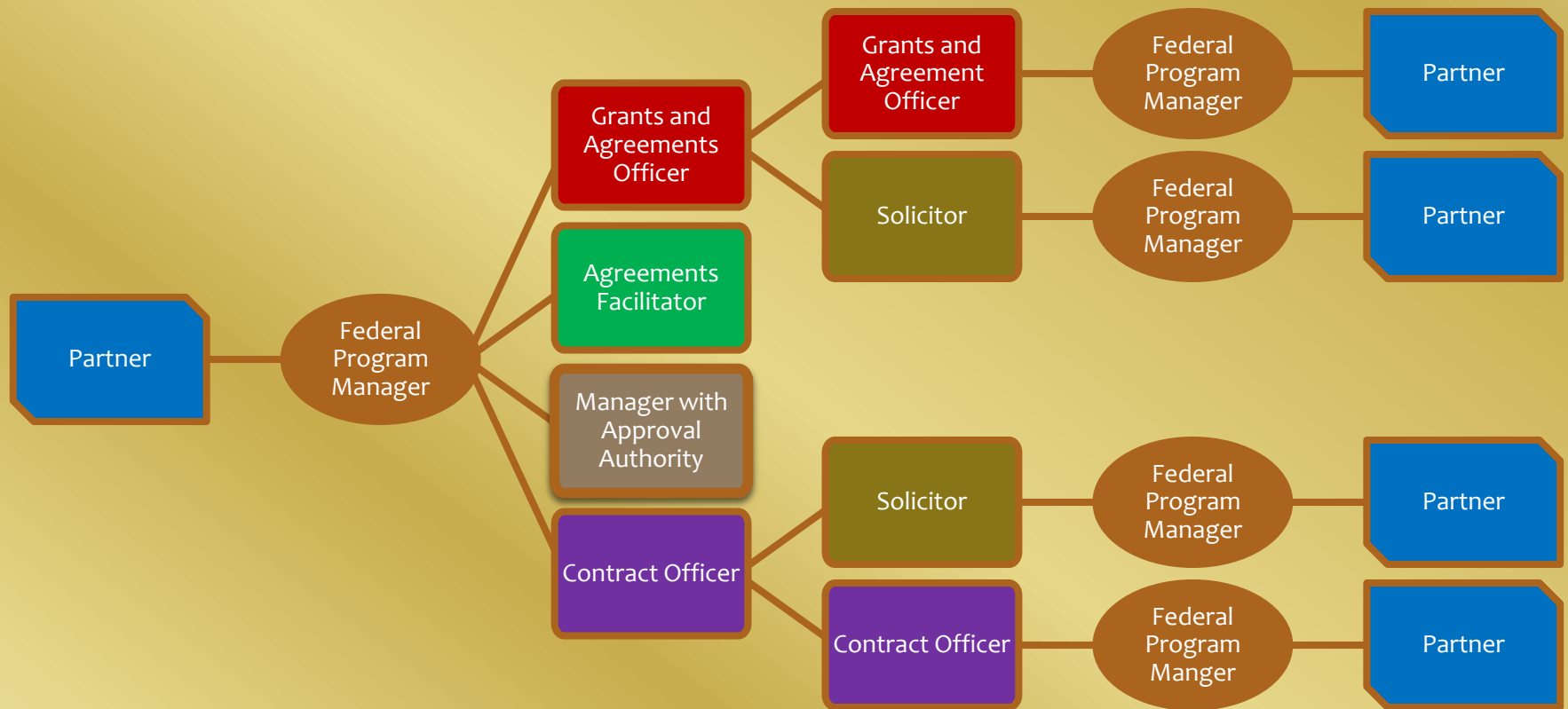
DRAWN FROM DISCUSSION WITH ACADEMY PARTICIPANTS

- Define the work of the partnership in terms of the Agency, Program and Site Authorities, Regulations, Policies and Planning Documents.
- Define the area of cooperation or collaboration in a “Master Agreement” of the Partnership and supported by Supplement or Task Agreements that define specifics related to a fiscal year.
- Seek the support of an internal team to support agreements that includes a grants and contracts officer, budget officer, the solicitor or general council, specialists in the field and signing authority.
- Pay attention to the R&D in developing an agreement – establish and adjust timelines related to the development of the agreement. Align budgets and decision making authority of all parties.
- Advise partners to review agreements with their financial and legal counsel and their senior executives and or Board of Directors as applicable.
- Recognize the value of a formal agreement to the partner in sharing news of the agreement with their members, volunteers, funders, leadership.
- Accept responsibility for monitoring agreements and evaluating the results.
- Develop knowledge of the Agency’s Authorities to be used not only as a guide but as a tool in communicating with partners that federal resources of personnel and funding are directed to appropriate authorizations.
- Educate partners regarding the agreement process.

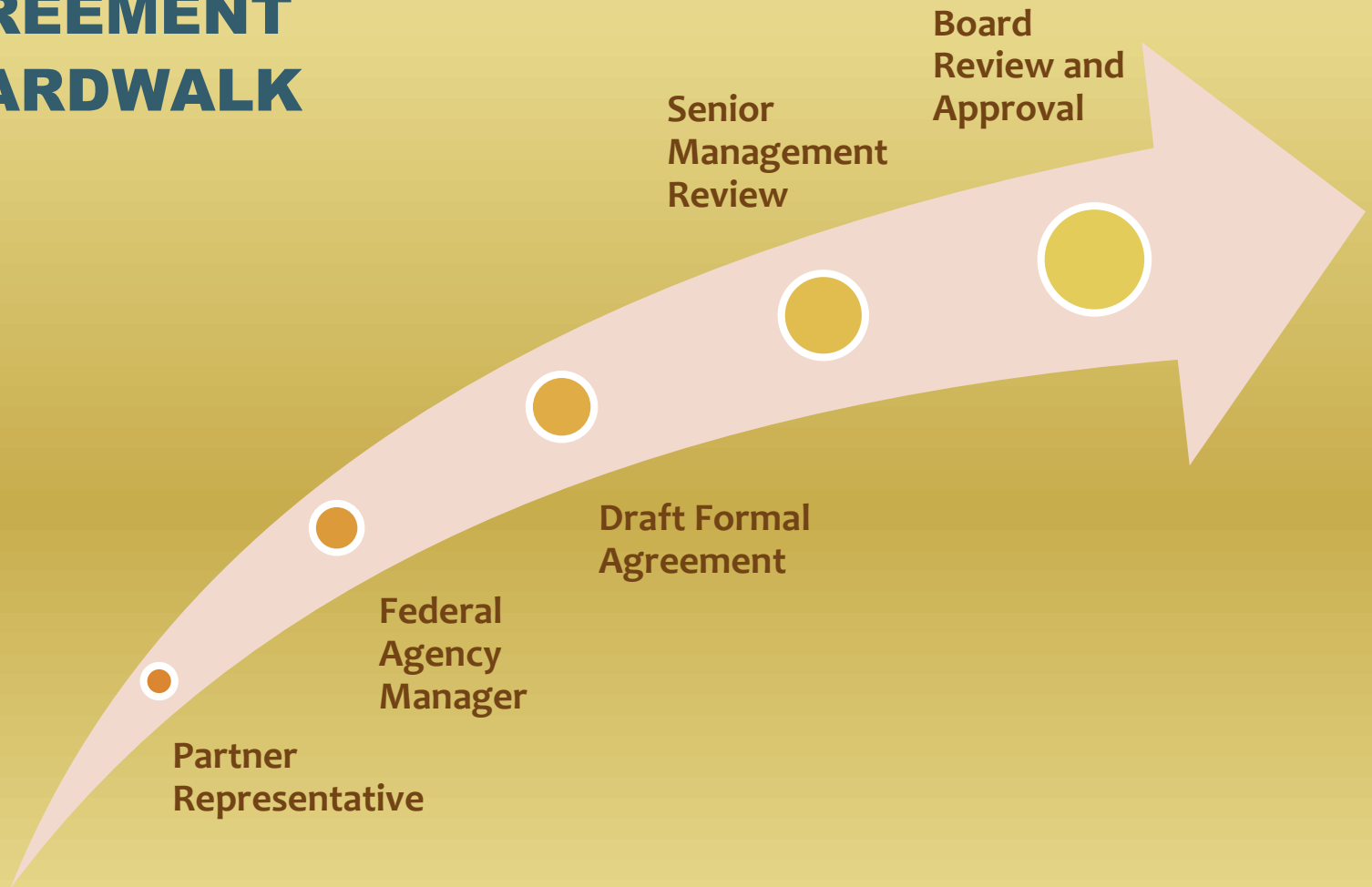
AUTHORITIES HIERARCHY



AGENCY AGREEMENT BOARDWALK



NONPROFIT VIEW OF AGREEMENT BOARDWALK



AGREEMENT STATUS

Review and Continue, Amend, Allow to Expire

Implement Agreement - Transfer Funds, Reports, Evaluation

Agency and Partner Representatives Sign Agreement

Agency Representative and Partner Review Draft Agreement

Agency Representative - R&D on Development of Agreement

Partner and Agency Determine They Need a Written Agreement

AGREEMENT SAMPLER



NO FEDERAL FUNDING COMMITTED



VEHICLE TO TRANSFER FEDERAL RESOURCES

Type of Agreement	USFS	NPS	BLM	FWS
Memorandum of Understanding	X	X	X	X
Memorandum of Agreement	X	X	X	X
Letter of Intent	X	X	X	X
Volunteer Agreement	X	X	X	X
Cooperative Agreement	X	X	X	X
Interagency Agreement	X	X	X	X
Challenge Cost-Share Agreement	X	X	X	X
Participating Agreement	X			
Assistance Agreement	X	X	X	X
Stewardship Contracts/Agreement	X		X	X
Collection Agreement	X			
Fundraising Agreement		X	X	X
Friends Group Agreement		X	X	X
Intra Agency Agreements	X	X	X	X
Grant Agreements	X	X	X	X
Service First Agreements	X	X	X	X
Cooperative Research And Development Agreement	X	X	X	X
Joint Venture Agreement	X	X	X	X

FEDERAL AGENCY PARTNERSHIP RESOURCES WEBSITES

NPS **Guidance for Partnership Agreements:**
<http://www.nps.gov/partnerships/agreements.htm>

USDA FS **Guide to Grants and Agreements:**
<http://tinyurl.com/FSgrants-and-agreement-guides>

BLM **View Tools Section for Partnership Desktop Guide**
http://www.blm.gov/wo/st/en/prog/more/partnerships_home.html

FWS **Partnerships**
<http://www.fws.gov/partnerships/index.html>

DOI **Templates for Fundraising and Friends Group Agreements**
<http://www.doi.gov/pmb/partnerships/tools/index.cfm>

US Government Printing Office - US Code
www.gpoaccess.gov/uscode/index.html Title 16 Conservation and Title 31 Money
and Finance

NFF - Templates Agreements
www.nationalforests.org/conserve/resource